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Minutes

Council on Academic Affairs

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1993

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Council on Academic Affairs

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## MINUTES OF THE COUNCIL ON ACADEMIC AFFAIRS

9/30/93

The September 30, 1993 meeting of the Council on Academic Affairs was held in the Arcola/Tuscola Room, MLK Union.

Members present: Dr. Baumgardner, Ms. Black, Dr. Bock, Mrs. Hanner, Dr. Hawker, Dr. Hoberman, Dr. Midkiff, Dr. Shank, Dr. Wohlstein, Mr. Yegge, Vice President Hill.  
Members absent: Mr. Boshart, Mr. Stone.  
Staff present: Ms. Herrington-Perry, Dr. Whitley, Mrs. Rawlings, Dr. J. Simpson, Academic Affairs.  
Visitors: Dean Laible, Acting Dean Johnson, Dean Hohengarten, Ms. Davies.

### I. Minutes.

The minutes September 16, 1993 were approved as published.

### II. Communications.

1. Memo from President Jorns in regard to the Strategic Plan, 9/20/93.
2. College of Education and Professional Studies Academic Waiver Report for August.

### III. Discussion of Academic Waiver Appeal Procedures, (93-30).

Dean Laible, College of Sciences, and Acting Dean Johnson, College of Arts & Humanities, presented the proposal and answered questions of the Council. The motion passed, as amended, with a vote as follows:

Yes: Baumgardner, Hanner, Hawker, Hoberman, Midkiff, Shank, Wohlstein, Black  
No: Bock

Note: Mr. Yegge left before the vote was taken.

This action approves the following to become effective immediately:

#### UNDERGRADUATE ACADEMIC WAIVERS

Undergraduate students seeking waivers of academic rules or procedures may obtain waiver forms from their deans, department chairpersons or advisors. It is the student's responsibility to complete the form, obtain the necessary signatures, and present the form to the student's certifying dean for processing.

The student's certifying dean may approve the waiver request, stipulating approval conditions, if any, or disapprove the request. If the waiver is not approved, the dean advises the student of the waiver appeal process. In either case, the dean indicates a file number on the waiver form and forwards appropriate copies to the student, advisor and the Records Office. The certifying dean's decision on waivers approved according to the Academic Waiver Rules is final.

#### UNDERGRADUATE ACADEMIC WAIVER APPEALS COMMITTEE

The Undergraduate Academic Waiver Appeals Committee (UAWAC) is composed of the four college deans, with a Committee chair who coordinates the activities of the committee selected from among its members. College deans do not participate in deciding appeals from students in their own colleges; the decisions are made by a majority vote of the three remaining deans.

#### THE APPEAL PROCESS

If an undergraduate student waiver is denied by a student's certifying dean, the student may submit an appeal to the Registrar, who serves as corresponding secretary for the UAWAC and handles all official correspondence with the student regarding the appeal. Appeals must be submitted in writing, using a format approved by the Deans' Council. Letters supporting an appeal, if any, should be included with the appeal form at the time it is submitted to the Records Office. When action has been taken by the UAWAC, the chair notifies the Registrar in writing of its decision. The Registrar, in turn, notifies the student in writing of the action taken.

Negative decisions made by the UAWAC may be reconsidered by the committee if the chair believes there is good reason to do so. Reconsideration must be based on the presence of significant new information or other compelling evidence. Reconsideration by the UAWAC may be requested by the student's certifying dean or by the Vice President for Academic Affairs. The decision of the UAWAC (following reconsideration, if appropriate) is final.

Certifying deans for undergraduate students report monthly to the VPAA the waivers that have been approved and disapproved. The Registrar reports the actions of the UAWAC to the VPAA monthly. The VPAA consolidates the college and UAWAC reports and circulates the monthly activity report to the Council on Academic Affairs and the Council on Teacher Education.

**ACADEMIC WAIVER RULES**

All undergraduate student waivers require approval signatures of the student's advisor and department chairperson, the chairperson of the department and the college dean responsible for the rule or requirement being waived, and the student's certifying dean. The Academic Waiver Rules that follow govern the actions of undergraduate certifying deans and the Undergraduate Academic Waiver Appeal Committee.

**ACADEMIC WAIVER RULES**

I. The following may be approved by undergraduate certifying deans through the waiver process. No action by the UAWAC is required.

**A. RESIDENCE AND CREDIT REQUIREMENTS**

1. Senior Institution Credits The requirement of at least 56 s.h. in senior institution credits may be reduced by up to 3 s.h. by waiver.
2. Upper Division Credits The requirement of at least 40 s.h. of upper division course work may be reduced by up to 6 s.h. by waiver. (Of the 6 s.h. of the music ensemble course work used by music majors and minors, 2 s.h. may be regarded as being upper division course work; no waiver is required.)
3. Eastern Illinois University Credits The requirement of at least 42 s.h. of course work at Eastern (38 s.h. for medical technology and engineering cooperative students) may be reduced by up to 3 s.h. waiver.
4. Junior and Senior Level Credits The requirement of at least 32 s.h. of course work at Eastern in the junior and senior years may be reduced by up to 3 s.h. by waiver. (Medical technology and engineering cooperative degree students are exempt from this requirement; no waiver necessary.)
5. Senior Credits The requirement of at least 12 s.h. of course work in the senior year at Eastern may be reduced by up to 3 s.h. by waiver. (Medical technology and engineering cooperative degree students are exempt from this requirement; no waiver required.)

**B. COURSE AND PROGRAM REQUIREMENTS**

1. Major Requirements Waivers may be used to modify the course pattern for a student's major or to substitute appropriate non-equivalent course credit in the student's major program.
2. Prerequisites A prerequisite course may be waived if a student has credit in a more advanced course.
3. Class Level Exceptions to the rules on enrollment by class level may be authorized by waiver.
4. Load Rules Exceptions to the load rules stated in the Undergraduate Catalog and Class Schedules may be made by waiver. This does not apply to students on academic warning or probation; exceptions for these students require UAWAC approval.
5. English and Speech Requirements -- Transfer Students Only  
Transfer students, who are following 1992-93 or later Undergraduate Catalogs, meet Eastern's Integrated Core requirement of "two courses in reading and writing" if they have credit in any two English courses (in composition, composition and literature, or the equivalent) totalling at least 6 s.h.; no waiver is required. These students meet Eastern's Integrated Core requirement of "one course in listening and speaking" if they have credit in a speech course (public speaking) of at least 2 s.h.; no waiver is needed.]

Transfer students, who are following earlier catalogs, meet Eastern's English requirement if they have credit in any two English courses (in composition, composition and literature, or the equivalent) totalling at least 6 s.h.; no waiver is necessary. These students meet Eastern's speech requirement if they have credit in a speech course (public speaking) of at least 2 s.h.; no waiver is required.

Other exceptions to these requirements do require a waiver approved by the chairperson of the English or Speech Department, as appropriate.

6. Integrated Core/Distribution Requirements -- Transfer Students Only No waiver is required to allow transfer credit in courses accepted by Eastern, which have been accepted as approved substitutes for courses in the integrated core, to be regarded as meeting Integrated Core requirements (students following 1992-93 or later Undergraduate Catalogs).

No waiver is required to allow transfer credit in courses accepted by Eastern and judged equivalent to EIU distribution courses to be regarded as meeting distribution requirements for students following 1991-92 or earlier catalogs.

7. Health Studies Requirements -- Transfer Students Only Transfer students who are following the 1991-92 or earlier catalogs may satisfy the Health Studies requirement if they have at least 2 s.h. of college-level health studies course work; no waiver required. Transfer students following the 1992-93 or subsequent catalogs satisfy this requirement by meeting the requirements for the Integrated Core.

#### C. TEACHER CERTIFICATION RULES

1. Methods Courses -- Minors and Second Majors Only A waiver approved by the College of Education and Professional Studies Dean may be used to substitute appropriate non-equivalent course credit for a methods course for teacher certification students in a minor or second major area.
2. Load While Student Teaching A waiver may be used to increase the maximum load taken by a teacher certification student during the student teaching term by the addition of independent studies or other course work to be done following the completion of the student teaching practicum.

## II. The following can NOT be altered by waiver or by action of the UAWAC.

### A. DEGREE REQUIREMENTS

1. Hours Required for Graduation The minimum of 120 s.h. for a baccalaureate degree must be met. ENG 0990, 0995, and 1000; GST 1000; MAT 1000 and 1270; and MUS 0541 do not count toward the 120 s.h. required.

No more than 4 s.h. of theatre practicum, chorus, orchestra or band can be included in the 120 s.h. (Music majors and minors as well as students seeking simultaneous degrees may count 6 s.h. of music ensemble activities.)

No more than 4 s.h. in physical education activity courses can be included in the 120 s.h. (Physical education majors and minors and recreation majors as well as students seeking simultaneous degrees may count 6 s.h. of physical education activity courses.)

2. Simultaneous Degrees Students seeking two baccalaureate degrees simultaneously must complete at least 150 s.h.
3. Second Baccalaureate Degrees Students seeking a second baccalaureate degree must complete a minimum of 30 additional s.h. of credit at Eastern. Also, these students must have at least 12 s.h. of course work in the major taken in residence used to calculate their major GPAs.
4. Integrated Core/Distribution Requirements For students following 1992-93 or later Undergraduate Catalogs, the minimum number of hours in each component of the Integrated Core must be met. See I.B.5. for exceptions. In addition, eight semester hours of upper division general education courses are required, two semester hours of which is a Senior Seminar. (Students who enter Eastern with an Associate in Arts or Associate in Science degree form an Illinois community college are considered to have met all lower division Integrated Core requirements.)

Students following earlier catalogs must meet the minimum of 9 s.h. in the Humanities, Social Sciences, and Math/Science distribution requirements. (Students who enter Eastern with an AA or AS degree earned at an Illinois community college are considered to have met the distribution requirements.)

5. College Credit for High School Students No more than 24 s.h. of college credit earned while a high school student may be used to satisfy degree requirements at Eastern.
6. Correspondence and Extension Courses A maximum of 32 s.h. in correspondence and/or non-EIU extension courses may be used to satisfy degree requirements at Eastern.
7. Internship Credit A maximum of 15 s.h. of credit is allowed for internship during any term.
8. Experimental Courses Experimental courses may not be used to satisfy major requirements.
9. Credit in Independent Study, Research, Internship and Studies Abroad Used in the Minor A maximum of 3 s.h. in independent study, research, internship or studies abroad may be used toward satisfying minor requirements.
10. Graduation with Distinction To be eligible for graduation with distinction a student must earn a minimum of 56 s.h. at Eastern, with at least 40 s.h. of those hours graded hours (exclusive of credit/non credit hours).
11. Upper Division Standing in Business Pre-Business students must meet the requirements stated in the Undergraduate Catalog for admission to upper division standing in business in the Lumpkin College of Business and Applied Sciences.

B. GRADE POINT AVERAGE REQUIREMENTS

1. Cumulative GPA A minimum 2.00 CUGPA is required.
2. Major GPA A minimum 2.00 major GPA is required.
3. GPA for Students on Probation The semester GPA minima required for students on probation described in the Undergraduate Catalog must be met.
4. Courses Used in Calculating the Major GPA At least 12 s.h. of the courses used to calculate a student's major GPA must be taken in residence.
5. Courses Used in Calculating the Minor GPA At least 6 s.h. of the courses used to calculate a student's minor GPA must be taken in residence.
6. Non-Teaching Minors A minimum GPA of 2.00 is required for a non-teaching minor.

C. TEACHER CERTIFICATION RULES

1. ISBE Requirements Students seeking teacher certification must satisfy the requirements established by the Illinois State Board of Education. Minimum ISBE recognition requirements must be met for teacher certification minors as well.
2. Cumulative and Major GPA A 2.50 cumulative GPA and a 2.50 major GPA are required for students to be admitted to and to graduate from teacher certification programs.
3. Methods Course Students seeking a high school or standard special certificate program must complete a methods course in their major. (Under special circumstances, with permission of the Dean of the College of Education and Professional Studies, an alternate methods

course may be substituted; only a waiver is required.

4. Single Discipline The minimum of 32 s.h. in one discipline must be met by teacher certification majors.
5. Minor GPA A minimum minor GPA of 2.50 is required for a teaching minor.
6. Methods Credit in Minors No credit in teaching methods may be counted toward a minor other than a teaching minor.

D. GRADUATION REQUIREMENTS

1. Senior Seminar A 2 s.h. senior seminar is required. (Students in medical technology and engineering cooperative degree programs are exempt.)
2. Health Studies Students following 1991-92 or earlier Undergraduate Catalogs must successfully complete HST 1200 or pass a proficiency or competency examination in health studies. Students beginning their study Fall 1992 or after satisfy this requirement by meeting the requirements for the Integrated Core.
3. Constitution Examination Students beginning their study prior to Fall Semester 1992 must pass the Constitution Examination or satisfactorily complete HIS 1600C (2000C) or 2010 or 4910 or PLS 1153C.  
  
Students beginning their study Fall 1992 or after satisfy this requirement by meeting the requirements for the Integrated Core.
4. Writing Competency Examination All students must pass the Writing Competency Examination. (Accommodations may be made for students with documented disabilities.)

III. The following require approval by action of the UAWAC. These requirements may not be altered by waiver.

1. Integrated Core/Distribution Requirements The use of non-Integrated Core courses taken at EIU as substitutions in the Integrated Core segments (for students following the 1992-93 or later General Catalogs) requires UAWAC approval. Similarly, EIU course substitutions for distribution requirements (for students following earlier catalogs) requires UAWAC approval.
2. Load Rules Exceptions to load rules for students on academic warning and probation require UAWAC approval.
3. Residence and Credit Requirements Further exceptions to the limits stated above in I.A, RESIDENCE AND CREDIT REQUIREMENTS require UAWAC approval.
4. Simultaneous Degrees The requirement of at least 60 s.h. of upper division course work and at least 72 s.h. at Eastern may be reduced through UAWAC approval for students seeking two baccalaureate degrees simultaneously.
5. Second Baccalaureate Degrees The requirement of at least 20 s.h. of upper division course work for students seeking a second baccalaureate degree may be reduced by UAWAC approval.
6. Other Exceptions Exceptions may be made by the UAWAC to any rules or regulations not specifically addressed elsewhere in this document.

The meeting adjourned at 3:55. Billie Rawlings, Recording Secretary

EXECUTIVE OFFICER'S REPORT  
September 10, 1993

The following items were approved by Executive Action to become effective as indicated below:

1. ESC 2460 -- Change course number to 3460. Effective Spring 1994.
2. LAS 3001C -- Change prefix to SCI. Effective Spring 1994.
3. LAS 3203 -- Change prefix to SCI. Effective Spring 1994.
4. LAS 3303 -- Change course prefix to SCI. Effective Spring 1994.
5. LAS 3970 -- Eliminate course from the curriculum. Effective Spring 1994.

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**ANNOUNCEMENT OF MEETING**  
October 7, 1993 - 2:00 p.m.  
Arcola/Tuscola Room - MLK Union

Agenda:

- \*93-1 Proposed CAA Request for Upper Division Integrated Core Courses.\*\*
- \*93-38 Proposed Review of Admissions Policies.
- \*93-55 Proposed Report on the Curricular Qualities of the Major: Finance, Oct. 7.
- \*93-56 Proposed Report on the Curricular Qualities of the Major: Zoology, Oct. 14.
- \*93-57 Proposed Report on the Curricular Qualities of the Major: Computer Management, Oct. 21.
- \*93-58 Proposed Report on the Curricular Qualities of the Major: Medical Technology, Oct. 28.
- \*93-59 Proposed Report on the Curricular Qualities of the Major: Geology, Nov. 11.
- \*93-60 Proposed Report on the Curricular Qualities of the Major: Environmental Biology, Dec. 2.

Motion on floor.

\*\*\* This item is tabled until September 23, 1993.